Utah Benchmark Braille Test Administrator Printing Instructions

This document provides instructions for accessing braille files and other test materials that will be needed when administering the Utah Benchmark Assessments to students who are testing with the Screen Reader or Braille testing accommodations.
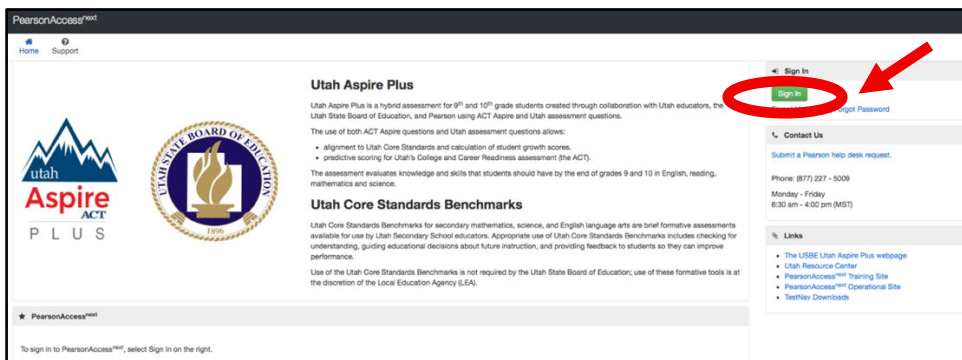
It is recommended that all braille materials be printed, collated, and reviewed to ensure appropriate print quality in advance of administering the Utah Benchmark Assessments. You may also need to print support materials (such as braille special instructions and regular print test books) to administer the benchmarks.

For information on which support materials should be printed when administering the benchmarks, refer to the [Utah Core Standards Benchmarks Test Administration Manual](http://utah.pearsonaccessnext.com/resources/training/TAM_Cover_Benchmark_Utah.pdf) (http://utah.pearsonaccessnext.com/resources/training/TAM_Cover_Benchmark_Utah.pdf).
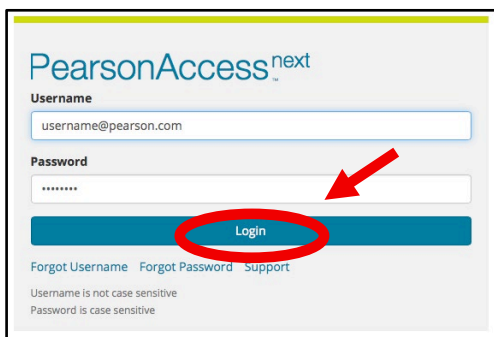
If you experience any issues logging in to PearsonAccess Next or printing braille test materials for the Utah Benchmark Assessments, contact Pearson at (877) 227-5009.

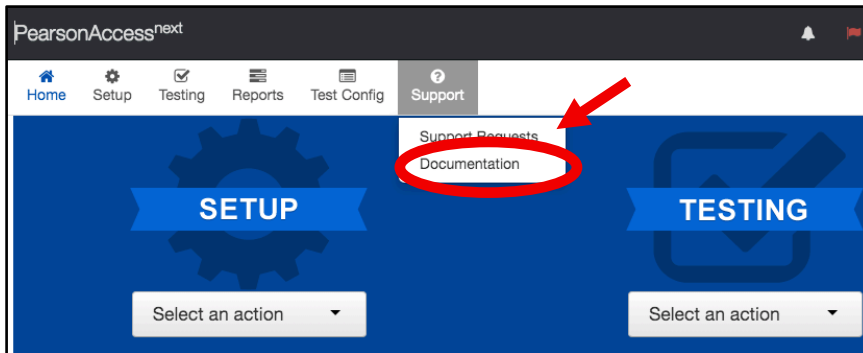## Accessing Braille files and other Test Materials

1. Go to https://ut.pearsonaccessnext.com.
2. Choose the **"Sign In"** link.

3. Enter your login credentials and select the **"Login"** button.
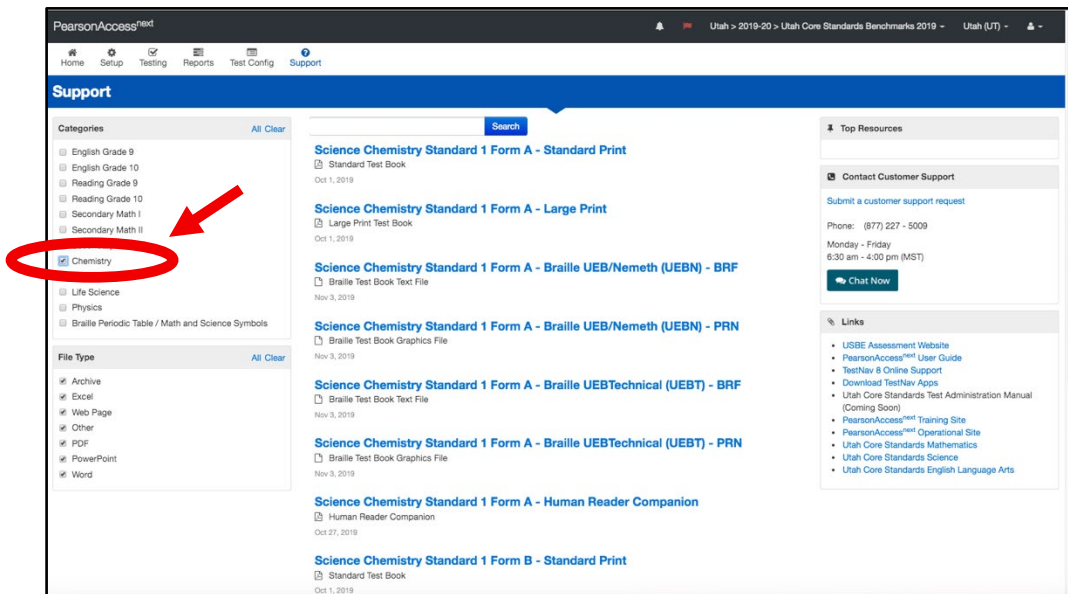

4. Choose the **"Support"** link, and then choose **"Documentation"** from the drop-down list.

5. The left side of the screen includes two filters.

  A. The first filter is labeled **"Categories"** and provides a list of the benchmark subjects being assessed. When you log into the site, all categories will be enabled (checked). To find only the files for a specific subject area, select **"Clear"** to remove all filters and then select the box for the subject for which you will be printing materials.
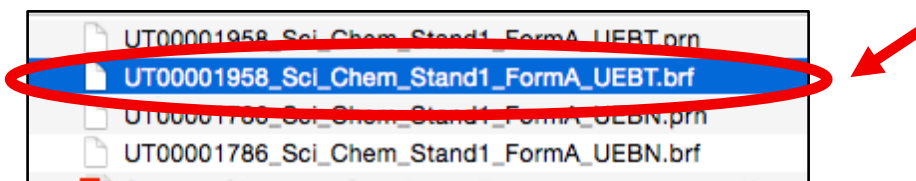

  B. The second filter is labeled **"File Type"**. When you log into the site, all file types will be enabled, and therefore all materials for the specific subject area will appear. The list of available braille files will include the following for each benchmark:
      i. Braille Special Instructions (Used by the Test Administrator if needed.)
      ii. Braille Test Materials - .BRF Format (Used by the student. Mathematics and Science benchmark files are provided for both **UEB with Nemeth** and **UEB Technical** braille codes.)
      iii. Braille Test Materials - .PRN Format (Used by the student. These files are only provided if items on the assessment include graphical content. Mathematics and Science benchmark files are provided for both **UEB with Nemeth** and **UEB Technical** braille codes.)
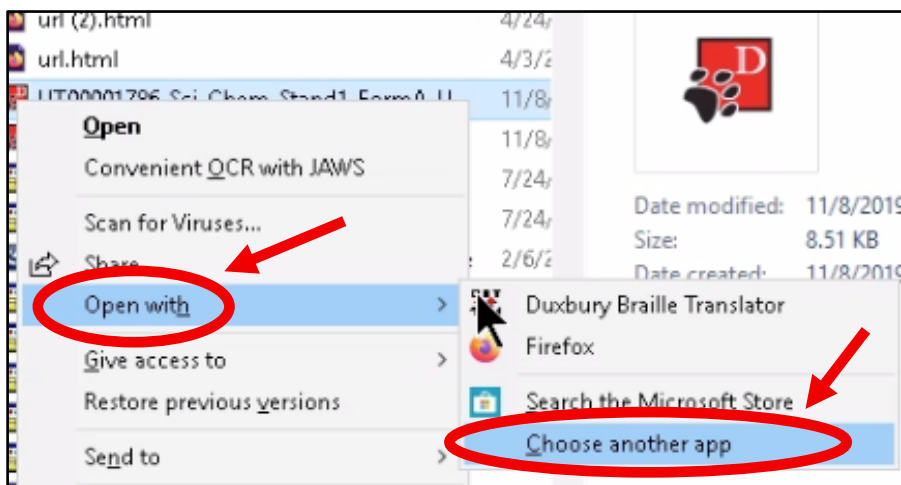
iv. Remember that for Science tests, you will print the Periodic Table of Elements and for Mathematics and Science tests you will print the Mathematics and Science Symbols List. These materials appear under the **"Braille Periodic Table / Math and Science Symbols"** category.
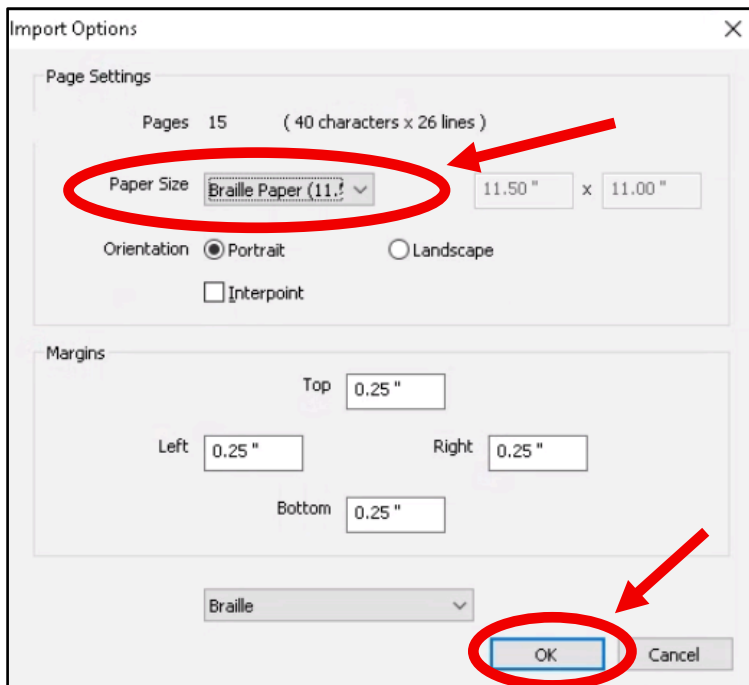
Downloading and Printing .BRF Files

1. To print files from the PearsonAccess Next Support Page, select the file. This will initiate a download of the file. For example, Science Chemistry Standard 1 Form A - Braille UEB/Nemeth (UEBN) - PRN. You can quickly locate braille materials to download and print by changing the **"File Type"** filter so that only the file type of **"Other"** is enabled.

2. Unless otherwise specified, the content you downloaded from PearsonAccess Next can be found in the **"Downloads"** folder. Open **"Downloads"**, and select the first .BRF file you wish to print.
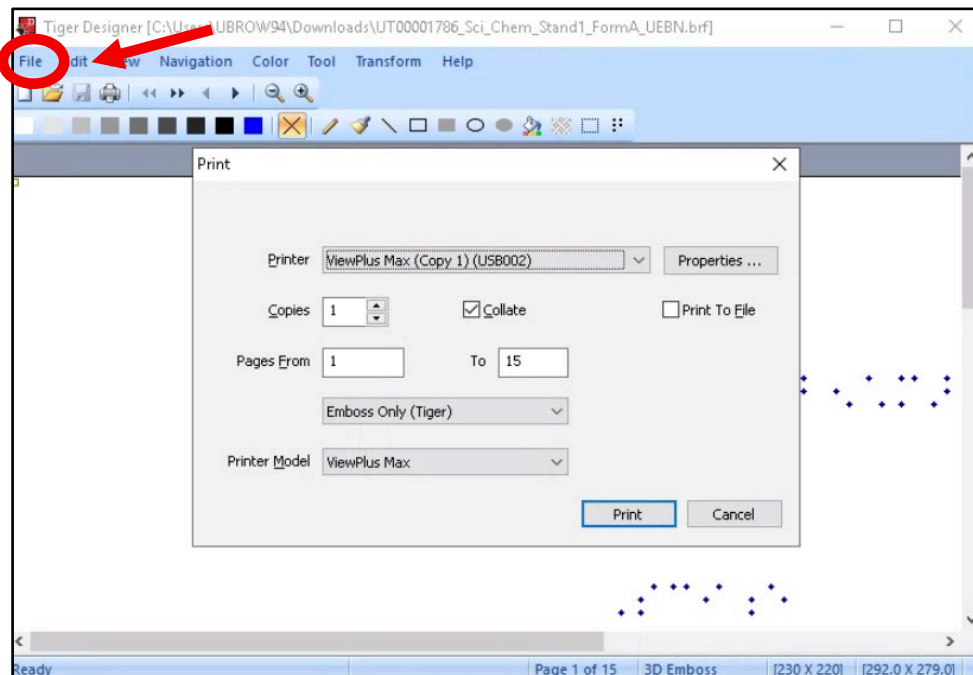

3. Right click the filename or press the Applications key and choose **"Open With"** from the menu. Choose **"Tiger Designer"** from the menu. (If Tiger Designer is not one of the options, select **"Choose Another App"** and then Tiger Designer. Also, be sure to select the checkbox that reads, "Always use this app to open .BRF files.")
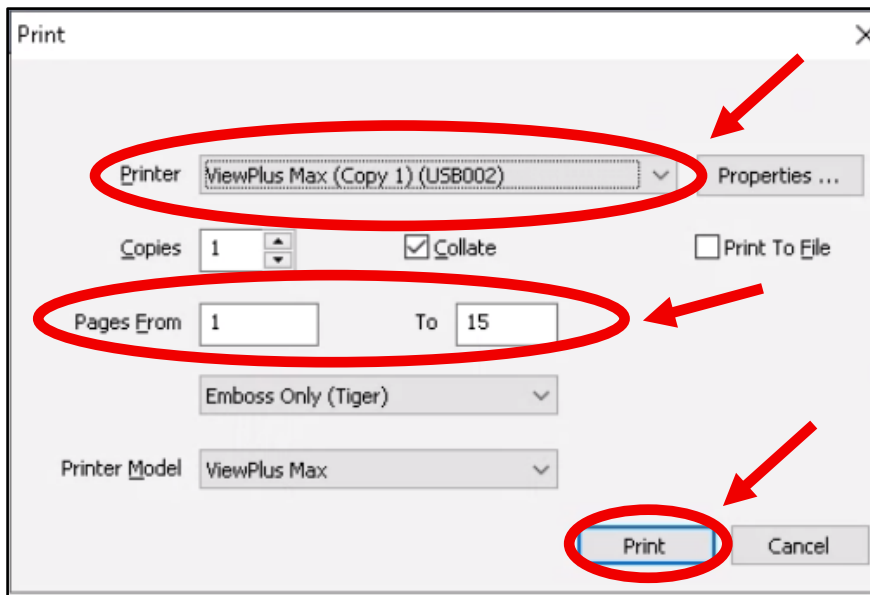

4. The Import Options dialog will be displayed, showing the total number of pages, characters per line, and lines per page. Under Paper Size, select **"Braille Paper (11.5 x 11 in)".** The remaining page settings can be left at their default values. Choose the **"OK"** button to begin the import process.

5. Once the import is complete, select the **"File"** menu followed by **"Print"**, or simply press **"Ctrl+P".**
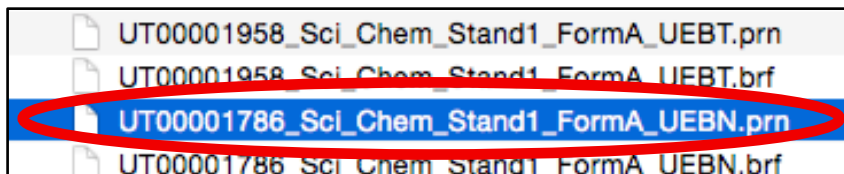

6. Ensure that **"ViewPlus Max"** is the selected printer and that the desired page range has been chosen. (By default, the entire file will be printed.)
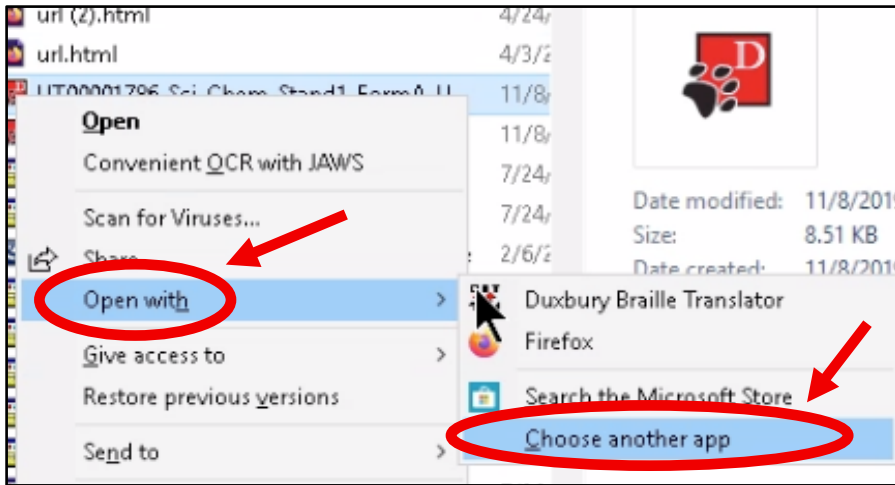
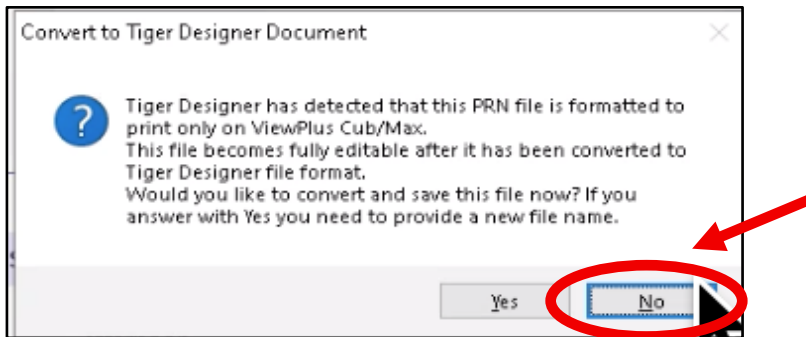7. Select the **"Print"** button to begin printing.

Printing .PRN Files

1. Unless otherwise specified, the content you downloaded from PearsonAccess Next can be found in the **"Downloads"** folder. Open **"Downloads"** and select the first .PRN file you wish to print.
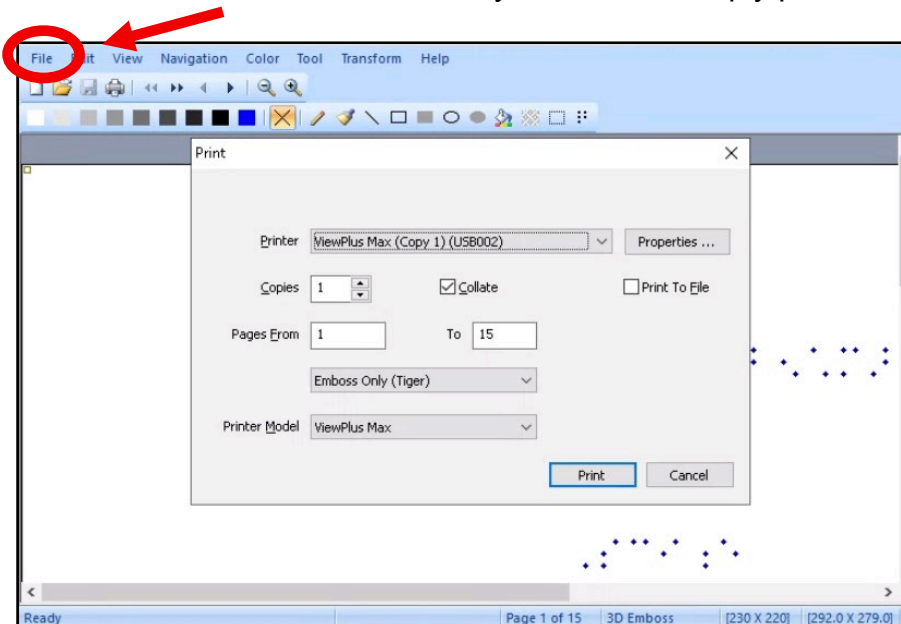

2. Right click the filename or press the **"Applications"** key and choose **"Open With"** from the menu. Choose **"Tiger Designer"** from the menu. (If Tiger Designer is not one of the options, select **"Choose Another App"** and then Tiger Designer. Also, be sure to select the checkbox that reads, **"Always use this app to open .PRN files"**.)
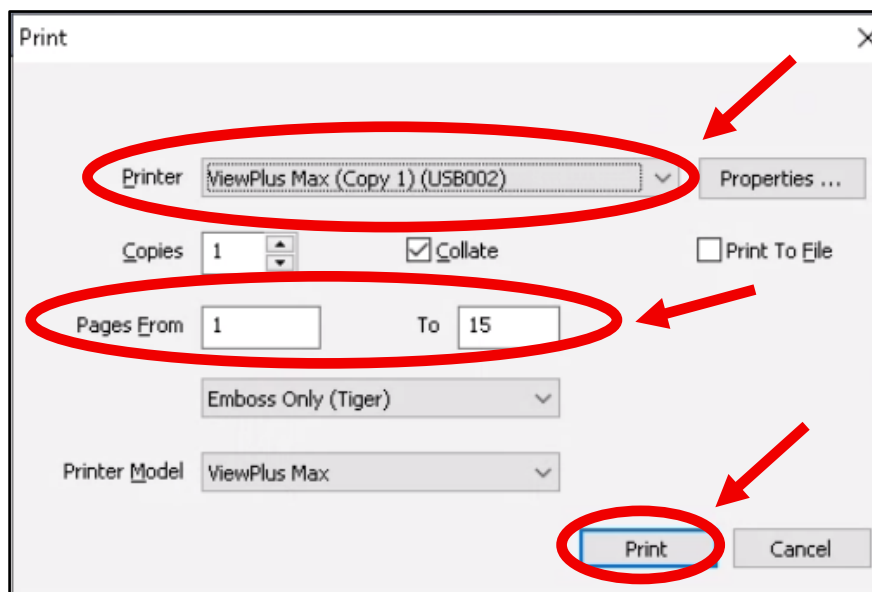
3. When Tiger Designer opens, you may receive a dialog asking whether you wish to convert the .PRN file to a Tiger Designer document. Choose **"No"** to dismiss this dialog.

4. Select the **"File"** menu followed by **"Print"**, or simply press **"Ctrl+P"**.

5. Ensure that **"ViewPlus Max"** is the selected printer, and that the desired page range has been chosen. (By default, the entire file will be printed.)

6. Select the **"Print"** button to begin printing.

Collating the .BRF and .PRN Files into a Braille Test Book

1. When collating embossed pages from .BRF and .PRN files, note that running headers are present at the top and bottom of each braille page.
2. The top header consists of the centered test book title, followed by the print page number in the upper right corner of the page. Be aware that print content will often span multiple braille pages when embossed, and, when this happens, letters are added before the print page number. For example, a page might have the title "chemistry standard 5 fm A ueb," and a page number of "a9". The letter "a" before the "9" indicates that this is the second braille page containing content from print page 9.
3. The bottom header consists of the braille page number, located in the lower right corner of the page. On introductory pages such as the title, transcriber's notes, and listing of special braille symbols, the page number is preceded by the letter "t". These transcriber pages are placed before test book pages containing print content.
4. To collate the braille test book, sort the pages from both the .BRF and .PRN files so that the numbers in the lower right corner of each braille page are arranged sequentially. Begin with the transcriber pages, numbers preceded by the letter "t", followed by regular braille page numbers until all of the embossed pages have been sorted. When complete, both the upper and lower page numbers should proceed in sequence from beginning to end.